

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy Kampala	2. AGENCY Centers for Disease Control & Prevention	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Health Administrative Management Specialist (Cooperative Agreements), FSN-540	10		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Cooperative Agreement Specialist	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Centers for Disease Control & Prevention	a. First Subdivision Management and Operations
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b. Second Subdivision Cooperative Agreements Team	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Employee _____ Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Keesler King <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Cristina Stokes <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

Job holder is one of four specialists responsible for oversight at the post level of the administrative aspects of the agency's cooperative agreements portfolio. Job holder's administrative role extends throughout the life cycle of the implementing instrument, beginning with funding proposal preparation, initial award and carrying through to close out. These administrative functions provide the infrastructure for effective and coordinated implementation, monitoring and overall administrative management of the Centers for Disease Control and Prevention (CDC) PEPFAR-funded and other public health programmatic activities carried out by implementing partners in Uganda.

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % OF TIME**

Management of Administrative Activities for Cooperative Agreements **(70%)**

Job holder is one of the agency's administrative specialists for cooperative agreements and the liaison with the agency headquarters grants and acquisition office on technical reviews and funding awards. This role requires that

the job holder be thoroughly acquainted with the purpose, terms, conditions and the respective roles and responsibilities of the recipient, the program manager and the Contracting Officer's Technical Representative (COTR) or Agreements Officer's Technical Representative (AOTR). Job holder's portfolio includes ten grants, contracts and cooperative agreements with an annual portfolio value of approximately \$30 million.

Job holder coordinates within a team concept with agency deputies, team leads, public health specialists and implementing/cooperating partners to make sure that programs are conducted according to the terms and conditions in the notice of award and that USG funds are appropriately utilized. Job holder works closely with program managers and program activity liaisons on quarterly monitoring activities, supplemental awards reviews, and requests for extensions. Job holder provides detailed procedural advice and guidance to other members of the administrative management team on how to coordinate the review of all applications, supplemental awards, requests for extensions and funding for technical and budget soundness. Job holder provides suggestions to implementing partners on how to develop financial controls, quarterly and annual budget plans for the project and how to adhere to reporting requirements. Job holder develops solutions with implementing partners and program managers for resolution of recordkeeping discrepancies.

Job holder serves as administrative liaison with the agency headquarters grants and acquisitions office to ensure all necessary documents are complete and submitted in a timely manner. Job holder closely tracks reports on supported cooperative agreement activities (quarterly reports, continuation applications, supplemental applications, and financial status reports).

Job holder provides written recommendations to the agency headquarters grants office, the program manager and the COTR/AOTR when any changes to the program description, technical provisions and/or any other term or condition of the award are necessary, along with a justification for the proposed action.

Records Management of Implementing Agreements (30%)

Serves as the central source responsible for the management of an electronic or paper records system that accounts for the at-post receipt and location of all grants, contracts and cooperative agreement files in assigned portfolio. The records system criteria is to store retrievable reporting/audit quality cooperative agreement files, including funding opportunity announcements (FOA's), applications, technical and budget reviews of the applications, awards, financial and programmatic reports, reprogramming requests and other supplemental documentation associated with the cooperative agreement process from initial award to close out of each agreement.

Ensures that systems are in place and maintained that provide timely notification of appropriate agency and partner staff of deadlines for funding opportunity announcements (FOA), deadlines for interested parties to file applications in response to the FOA, partner continuation requests and required partner financial reports and funding mechanisms.

Together with agency headquarters and other program staff, prepares monthly and annual calendars of actions related to the administrative management of the implementing instruments including providing site visit schedules, routine trainings for staff and grantees, setting deadlines for important actions necessary for grants management (continuing applications, FOAs, supplements) and other date sensitive elements.

Verifies that all documents related to assigned cooperative agreements are complete and submitted to the requiring offices in appropriate and auditable records management format. Job Holder develops guidelines and recommendations for cooperative agreement recipients regarding administrative aspects of implementation, reporting and administration of the various cooperative agreements.

15. QUALIFICATIONS

A. Education: Master's degree in public administration, public health, international development, business

administration, management or finance is required.

B. Prior Work Experience: Three years of progressively responsible administrative management experience in a public health or international development program that includes administrative management of acquisitions, grants, contracts or cooperative agreement documentation and reporting, files management and exposure to external clients is required.

C. Post Entry Training: Incumbent is required to complete agency specific training that includes leadership development training and administrative non-technical training in cooperative agreement administrative management. Training required will be either online training or off-site training. Job holder must be willing to travel outside of country for training that may be required for this position.

D. Language Proficiency (level and specialization): Level IV (fluency – speaking/reading/writing) in English is required, as well as level I (rudimentary) understanding of a local language.

E. Job Knowledge: A detailed knowledge of overall management principles, guidelines and procedures related to the administration of cooperative agreements, as well as related audit and accounting requirements, is required. An in-depth understanding of the structure and functions of the CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR) is required. The job holder must also have a detailed knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements. A general knowledge of routine health information systems in developing countries, including knowledge of HIV administrative systems is required.

F. Skills and Abilities: Good communication skills, both oral and written, are required, to include ability to write clear and concise documents, reports, program and policy guidelines and ability to deliver oral presentations on programmatic matters. Excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/cooperating partners to ensure mutual cooperation. Demonstrated ability to multi-task in a highly-detailed work environment is required. The ability to assess problems and develop realistic solutions is required. Ability to plan and monitor budget expenditures to meet PEPFAR-program needs is required. Intermediate user level of word processing, spreadsheets and databases is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with higher mathematical calculations for purposes of reporting is required.

16. POSITION ELEMENTS

A. Supervision Received: Position is directly supervised by the Team Lead for Cooperative Agreements.

B. Supervision Exercised: None

C. Available Guidelines: Federal Acquisition Regulations, CDC and Office of the Global AIDS Coordinator and PEPFAR specific non-operating funds disbursement and reporting regulations, PEPFAR and agency-specific policies, regulations and requirements for administration of grants, contracts and/or cooperative agreements, PEPFAR strategic objectives, guidance and operating provisions; the annual, country-specific PEPFAR Country Operational Plan (COP).

D. Exercise of Judgment: Job holder has wide latitude to manage the administrative technical aspects of grants, contracts and cooperative agreements. This includes the ability to exercise change management of administrative (non-regulated) procedures and practices that support a more efficient and cost-effective implementing agreement recordkeeping program.

E. Authority to Make Commitments: Position is the final administrative check-off authority prior to the signing of the instrument by the head of agency or other designated official.

F. Nature, Level and Purpose of Contacts: Mission, inter-agency PEPFAR, and agency contacts at all levels for purposes of working within a team concept that ensures appropriate overall management of grants, contracts and cooperative agreements. Agency procurement officials for purposes of ensuring correct at-post administration of the implementing agreements. Interaction with agency director level regarding resources needed for meeting strategic management objectives. Cooperating/implementing partners at the mid to upper management level for reporting, monitoring and management control purposes; host government participating partners at the mid to upper management level for implementing agreement and financial reporting purposes.

G. Time Expected to Reach Full Performance Level: One year.